

DATE: October 1, 2012

TO: Days-A

FROM: Second Lieutenant Tim Burgess / Sergeant David Kuhar

SUBJ: Squad Expectations and Operational instructions

1. MPO's shall collaborate on a routine basis in order to resolve conflicts, improve squad function and morale, and to discuss issues that need to be brought to the attention of squad supervisors.
2. Squad members are required to attempt conflict resolution with their peers by one on one conversation. An MPO shall be utilized for a second step attempt at resolution. MPO's shall brief a supervisor on unresolved issues. [This direction should not be misconstrued as a limitation of small talk and/or approachability of squad supervisors. The function of this procedure is to build a strong chain of command which will be relied upon during a serious police event] Officers are encouraged to approach squad supervisors with sensitive issues and/or conflicts that are inappropriate for an MPO to handle or for a conflict that the squad leader is unable to resolve.
3. All MPO's, PFC's, and Officers shall provide equitable leadership to less senior officers.
4. Squad members shall preserve chain of command and professionalism by respecting the rank and seniority of all squad members regardless of personal preference.
5. In order to enhance officer safety and prevent excessive handling of calls outside assigned areas, all officers shall self dispatch on an event when entering establishments.
6. Officers shall sign on immediately after roll call before any other activities.
7. Officers shall make every reasonable effort to handle all service calls in their assigned area and all calls for service within their sub-patrol area when the primary officer is unavailable. In all other cases where primary and sub-primary units are unavailable, the call will be handled by the junior responding officer. (Calls should not hold for longer than 10 minutes)
8. Officers shall not preempt dispatched calls with routine traffic stops.
9. Officers shall return phone calls and emails within the work cycle received.
10. No more than 3 officers, excluding supervisors and/or auxiliaries, may enter and remain, or mark out, at the same non-dispatched establishment, without supervisor approval. Exceptions will be rare.
11. Officers shall update supervisors in a timely manner, especially concerning domestic violence case where no arrest is made or a law enforcement officer is involved and for death cases where no attending physician will sign the death certificate.
12. Officers shall contact a supervisor for last minute leave requests, i.e.; on days off, via cellular and/or home phone. (Minimum staffing must be met for approval so check the calendar before you call.
13. Humor is encouraged, however, sexual and/or racial communications will not be tolerated.
14. Notification of a supervisor is mandatory when a school crossing is missed or arrangements for coverage cannot be made.
15. Officers shall call the station, leaving a message before roll call, when they anticipate being late for work. Thereafter.
16. Two traffic stops is the minimum acceptable daily average, calculated on a monthly basis. Either 2 summonses or 1 summons and 1 warning must be issued and entered per day on average. (2 warnings are not acceptable); All Days - A, officers are required to be well rounded in their production, regardless of minimum standards.
17. Officers shall not mark en-route to meals or mark out on a meal, in a cruiser.
18. Officers shall not use unprofessional radio or CAD transmissions.
19. Minor operational errors that need supervisor intervention, and are not reoccurring, will be handled as a training issue whenever possible. (Mentally prepare yourself for constructive criticism). Your supervisors want you to succeed.
20. Everyone is a valuable part of this team. Perform to the best of your ability and don't be lazy.

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### New Squad Assignments

MPO Roberts – Computer Tech. / Lineups / Stats  
MPO Goulart – Inspections / Lineups / Training Coordinator  
MPO Garrett – AIU / Warrants / Report room In - box  
PFC Orantes – Daily Transition Report  
PFC Katinsky – Traffic Complaints / CEW Backup / Inspections  
PFC Cline – Wellness Schedule / PSA Traffic Complaints / Report Room In - box backup  
PFC Allegro - ILEADS Audit  
PFC Pouncey – Non-Traffic PSA Complaints / Transition Report backup  
PFC Allen – Parking Complaint Data Base / Squad Training Records  
PFC Trivett – Parking Complaints  
PFC Wright – AIU2 / CEW Accountability / Scene PIO  
PFC Carroll – PSA Traffic Complaints